



## **FY 2021 Protecting Against Hate Crimes (PAHC) Notice of Funding Availability (NOFA)**

**Online Submission Deadline: March 5, 2021, 3:00 PM**

**Funded by:  
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services  
100 Community Place  
Crownsville, Maryland 21032-2022  
(410) 697-9338  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

### **ELIGIBILITY**

The purpose of PAHC is to provide funding to support one-time security enhancements to non-profit organizations with facilities and membership that can be targeted for a hate crime. Funding through this application is available to non-profit organizations, including faith-based organizations.

### **IMPORTANT LINKS**

Application Instructions: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grants Management System (GMS): <http://goccp.maryland.gov/grants/>.

***GMS submission is required; Hard copy applications are not accepted.***

## Purpose

Thank you for applying for the **Protecting Against Hate Crimes (PAHC)** from the **Governor's Office of Crime Prevention, Youth, and Victim Services** (Office). The purpose of PAHC is to provide support and one-time security enhancements to non-profit organizations, including faith-based organizations, with facilities and membership that can be targeted for a hate crime<sup>1</sup>.

This supports the Governor's Office of Crime Prevention, Youth, and Victim Services' objective of developing criminal justice strategies that are coordinated by developing a culture of collaboration, information sharing, and knowledge transfer in this case between law enforcement, victim services, and communities targeted for hate crimes.

If you need application assistance, please contact:

Sabraya Knight, Program Manager  
[Sabraya.Knight@maryland.gov](mailto:Sabraya.Knight@maryland.gov)

Justice Schisler, Chief of Programs  
443-895-2171  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

If you need assistance with program criteria or have questions on program design, please contact:

Mary Abraham, Deputy Director of Grants  
443-223-1048  
[Mary.Abraham@maryland.gov](mailto:Mary.Abraham@maryland.gov)

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

## Governor's Office of Crime Prevention, Youth, and Victim Services Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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<sup>1</sup> <https://www.justice.gov/hatecrimes/hate-crime-statistics>

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## **I. ELIGIBILITY CRITERIA**

### **A. General**

Non-profit organizations, including faith-based organizations, in Maryland are eligible to submit no more than one (1) application for PAHC funding.

### **B. Non-profit - 501(c)(3)**

An organization must provide proof of this status by submitting a copy of its status letter from the Internal Revenue Service (IRS) with the application. The requirements for obtaining 501(c)(3) status can be found on the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)); search for Publication 557 "Tax-Exempt Status for Your Organization." If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such a time that a copy can be obtained from the IRS.

### **C. Faith-based organizations**

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer and worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant-- i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

## **II. PROGRAM DESCRIPTION**

### **A. Requiring Agency**

Governor's Office of Crime Prevention, Youth, and Victim Services

### **B. Opportunity Title**

Protecting Against Hate Crimes (PAHC)

### **C. Submission Date**

March 5, 2021 at 3 pm

### **D. Anticipated Period of Performance**

April 1, 2021 through June 30, 2021

### **E. Funding Opportunity Description**

The Governor's Office of Crime Prevention, Youth, and Victim Services has made \$3,000,000 available under the FY 2021 Protecting Against Hate Crimes (PAHC) program for the abbreviated award period of April 1, 2021 to June 30, 2021. This initiative allows non-profit organizations, including faith-based organizations, to support one-time security enhancements

for facilities at risk of hate crimes as described under [§10–305 of the Criminal Law Article](#). Awards will be limited to one-time enhancements that **must** be completed by the end of the subaward period of June 30, 2021. This may include equipment, software purchases, and physical security enhancements. Additionally, financial reports and related invoices **must** be submitted for reimbursement electronically through the Grants Management System by July 30, 2021. Failure to meet these deadlines may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the subrecipient.

The Office anticipates making no more than 20 awards not to exceed \$200,000 for FY 21. The Office will not consider any requests for capital improvements or large information technology projects over \$200,000 under this NOFA. **Please note that applications that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.**

## II. PROGRAM REQUIREMENTS

The FY 2021 PAHC program supports the Office's objective of developing criminal justice strategies that are coordinated by developing a culture of collaboration, information sharing, and knowledge transfer in this case between law enforcement, victim services, and communities targeted for hate crimes.

Applicants must:

- Justify the funding request based on the incidence and severity of hate crimes in the applicant's local community (see below for sources for this data);
- Describe how they intend to work collaboratively with Federal and State agencies and/or local partners as needed;
- Ensure that the proposed one-time security enhancements are allowable costs (see Section VII, B below) and have a direct impact on the problem identified at the time of application;
- Be willing to share outcomes related to implementation of the funded security enhancements;
- Describe the successes of previous PAHC funding provided by the Office, as applicable, and if COVID impacted the ability to utilize the funding received;
- Complete all responses requested in the online Grants Management System (GMS) <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.
- If awarded, encumber funds by the end subaward period of June 30, 2021 and electronically submit reimbursement in the Grants Management System by July 30, 2021.

The Office recommends applicants familiarize themselves with the following resources while developing their application:

- [§10–305 of the Criminal Law Article](#)
- [Department of Justice \(DOJ\) Hate Crimes Definition](#)
- [Department of Justice \(DOJ\) Hate Crimes Prevention Guide](#)
- [2019 Maryland Hate Crime Uniform Crime Report \(UCR\)](#)
- [2018 Maryland State Police Hate Bias Report](#)
- [Maryland Census Data](#)

Grantees will be required to track and measure program outputs and outcomes that directly support the Governor's Office of Crime Prevention, Youth, and Victim Services' objective of developing criminal justice strategies that are coordinated through a culture of collaboration,

information sharing, and knowledge transfer in this case between law enforcement, victim services, and communities targeted for hate crimes. Outputs and outcomes must be recorded and submitted to the Office on a quarterly basis. The following is a sample of potential outputs and outcomes that grantees may be required to track and report on:

- Number security enhancements made this quarter
- Number of equipment purchased
- Number of staff/volunteers who received training during the quarter
- Percentage decrease of crimes since enhancements

### III. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application, you must have a User ID.**

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:  
<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is February 21, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Sabraya Knight at [Sabraya.Knight@maryland.gov](mailto:Sabraya.Knight@maryland.gov).

### IV. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office website](http://goccp.maryland.gov/grants/gms-help-videos/). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](http://goccp.maryland.gov/grants/gms-help-videos/) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

The Governor's Office of Crime Prevention, Youth, and Victim Services will conduct a **technical assistance conference call** to provide further application assistance and to answer questions. The PAHC technical assistance call will be held from 2:00 - 3:00 PM on February 19, 2021.

Call in Number: +1 216-839-0535

PIN: 903 110 160#

Meeting Link: <https://meet.google.com/sdk-hndi-nni?hs=122&authuser=0>

## V. IMPORTANT DATES

Date for Application Technical Assistance	February 19, 2021
Deadline to Request a User ID	February 21, 2021
Deadline to Submit an Online Application	March 5, 2021
Letters of Intent to Fund/Denial Letters Emailed	March 30, 2021
Award Documents Emailed	April, 2021
Sub-award Start Date	April 1, 2021
Sub-award End Date	June 30, 2021

## VI. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and Victim Services will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and will score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

PAHC is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, the Governor's Office of Crime Prevention, Youth, and Victim Services staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings
- Performance history with previous awards

## VII. FUNDING SPECIFICATIONS

### A. Funding Cycle

Commencement of awards funded under PAHC for FY 2021 will begin April 1, 2021 and end on June 30, 2021. Funds are paid on a reimbursable basis.

**B. Allowable Costs**

The following is a listing of services, activities, and costs that are eligible for support with PAHC funds within a subrecipient's organization:

- Contractual services
- Operating expenses
- Equipment
- Other

**C. Unallowable Costs**

- Lobbying and administrative advocacy
- Perpetrator Rehabilitation and Counseling
- Audit costs
- Property insurance
- Printing
- Telephone/Fax (possible funding source exceptions)
- Food/beverage
- Construction projects
- Trinkets

**The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

**D. Consultant Rates**

Compensation for consultant services is \$650 per day.

**VIII. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

**A. Electronic Funds Transfer (EFT)**

The Governor's Office of Crime Prevention, Youth and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

<https://marylandtaxes.gov/divisions/gad/eft-program.php> . (See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division (GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

**B. Match**

There is no match required for this funding source. Do NOT enter a match into your budget. If



you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

**C. Supplanting, Transparency, and Accountability**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## IX. APPLICATION CHECKLIST

### What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals
  - ☐ Program Strategy
  - ☐ Program Measurement
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
  - ☐ Applicant Disclosure of Pending Applications Statement
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and valid SAM Registration
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

\*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. The completed questionnaire will be required prior to entering into a sub award for successful applications, therefore **prior** to processing of award packets.

More information on each item above can be found in the [NOFA Application Instructions](#).